

Intro To Personal Computers and Windows

A course for those of you that are interested in learning the basics of personal computers. This class will start at the beginning and progress to a discovery of the Windows environment. A great way to get started.

T/Th, Feb 4, 6, 11, 13
6-7:30pm

T/Th, Feb 25, 27, March 4, 6
5:30-7pm

T/Th, March 25, 27, April 1, 3
5:30-7pm
\$20 class fee

Microsoft Word Version 6.0

Microsoft for Windows is the leading word processing software because of its user friendly applications and the ease of getting around in the program. Start at the beginning and learn file management, editing, and word processing. Prerequisite: Intro to Computers or previous experience.

T/Th, Feb 18 - March 6
7-9:30pm

M/W, Feb 10 - Feb 26
6-8:30pm

M/W, April 21 - May 7
6-8:30pm
\$45 class fee

MS PowerPoint Version 4.0

Microsoft PowerPoint is a highly efficient drawing program: you can create a variety of freehand drawings and combine them into any publication. PowerPoint is a great graphing program for home, school or office. Start at the beginning and learn to enter data, graph, create slides and transparencies and put your creative side to work. Prerequisite: Intro to Computers or previous experience.

M/W, March 3, 5
6-8:30pm
\$20 class fee

MicroSoft Excel

Microsoft Excel 5.0 for Windows is an extremely powerful, yet user friendly spreadsheet. Discover the ease of worksheet creation. Get an introduction to charts, formulas, and numeric formatting by hands-on application. If numbers are your game, this course is for you. Prerequisite: Intro class or previous experience. M/W, March 31 - April 16
6-8:30pm

T/Th, March 18 - April 3
7-9:30pm
\$45 class fee

Create A Great Newsletter - Use Pagemaker

Learn to input your information, create a good design, and implement an effective newsletter or brochure for your school, church, business or organization. This class will utilize the most popular and easy to use desktop publishing program for personal computers. Create successful newsletters that people will read. Intro class or experience required.

Tues. March 25 - April 29
6:30-8:30pm
\$25 class fee

Basics of Babysitting

Babysitting is an important job. It is a lot more than just playing with children while their parents are away. The American Red Cross baby-sitting Basics course will certify children ages 11 and older as qualified baby-sitters. Topics will cover responsibilities, supervision, accident prevention, emergency actions, basic child care, feeding and play strategies. This is an excellent course for older children that are responsible for younger siblings. Parents who employ baby-sitters may wish to enroll their baby-sitter.

MTWTh, March 3, 4, 5, 6
3:45-6pm

T/Th, April 1, 3, 8, 10
5:45-8pm

MTWTh, April 21, 22, 23, 24
3:45-6pm
\$25 class fee

Appreciate Wines of America

Messina Hof Wineries will guide you through domestic wines and answer all those questions. Have you always wondered why Chardonnay comes in the same bottle shape as a white Burgundy? Does a Texas wine stand a chance when compared to the well known regions of California? How much money should you spend to get a "good" bottle of wine? Which wines go with which food types? This course will answer all these questions and broaden your knowledge of the world of wines. A tasty class. Class participants must be 21 years of age.

Tues. Feb 11 - March 4
7-8:30pm
\$40 class fee

International Wines

Have you always wanted to know where wines come from? Learn all the ins and outs of the international world of wine. Learn to order French, Italian or German wines with confidence. This course will lay the foundation for making great wine selections from both the foreign and domestic sections of a wine shop or restaurant. An entertaining, yet educational experience. You must be 21 years of age to enroll.

Tues. March 25 - April 15
7-8:30pm
\$40 class fee

Writing Your Reminiscences

There is an old saying "When an old person dies, a whole library goes up in smoke". This course is designed for ordinary folk that wish to document or write their reminiscences but would like some help and direction. Collect memories and information, organize material, utilize photos, and develop a finished product. Specific individual needs will also be covered.

Thurs. Feb 20 - April 3
6-8pm
\$25 class fee